



# Tigard Public Library

13500 SW Hall Blvd.

## Room Reservation Application

The **Community Room** is available for rental Monday through Sunday, 8:00 a.m. to 10:00 p.m.  
The **Library Conference Room** is available for rental during normal Library business hours. The minimum reservation period is two hours. **Include time in your reservation request for both set-up and clean-up.**

Please forward the application, rental fee, and/or deposit to: City of Tigard, 13125 SW Hall Blvd., Tigard, OR 97223.

Event date: \_\_\_\_\_ Hours of reservation: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Must include set-up and clean-up time)

Organization/individual requesting use: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

**Emergency Contact & Phone Number During Your Event** \_\_\_\_\_

Person who will pick up room key from the Police Department: \_\_\_\_\_

**ROOM(S) REQUESTED**

☐ Community Room

☐ Library Conference Room

Type of event: \_\_\_\_\_ User group category: \_\_\_\_\_

Size of group: \_\_\_\_\_ Refreshments to be served: Yes ☐ No ☐  
*May not exceed room capacity* *(if yes, pantry rental fee required)*

**Room Rental Fees:** The rates shown below are hourly rates.

Please see the Policies and Procedures for the definitions of the user groups.

Community Room	Group 1	Group 2	Group 3	# of Hours		Fee
Room rental – 160 person capacity	\$25.00	\$40.00	\$50.00	x	=	\$
Pantry rental	All groups \$5.00			x	=	\$
Refundable Cleaning/Security Deposit (please initial here if deposit is already on file) _____						\$ 100.00
Library Conference Room	Group 1	Group 2	Group 3		=	\$
Room rental – 25 person capacity	\$5.00	\$10.00	\$15.00	x	=	\$
Party, Reception, Potluck? Add Additional \$100 Cleaning/Security Deposit					=	\$

**TOTAL OWING:** \$ \_\_\_\_\_

**Please make sure to sign the back page. Application will not be processed unless signed.**

Please read the ***Policies and Procedures for Room Use in the Tigard Public Library Meeting Rooms*** and the following information prior to signing this Room Reservation Application.

### Making a Reservation

- All reservations require submission of a *Tigard Public Library Room Reservation Application*.
- All reservations must be made at least ten (10) business days prior to the event.
- **To complete the reservation process, the application, rental fee and/or security deposit must be received by the City ten (10) days prior to the reservation date.**
- Applicants must be 21 years of age or older.
- All Community Room users are required to meet with the Room Reservation Coordinator, at the Community Room, prior to the event to go over access, security, room configuration, lighting and special needs.
- Upon approval of the *Room Reservation Application* a letter confirming the use will be mailed to the applicant. The applicant may be asked to show the confirmation letter when picking up the key.

Please direct all questions to the City's Room Reservation Coordinator prior to the date of the function. While Police Department and Library staff will do their best to answer your questions they do not have the same familiarity with room reservation policies and procedures or access to reservation records.

### Advance Reservations

The City's goal is to allow as many different groups as possible an opportunity to use the facilities. One time room use may be reserved up to six months in advance of a function. Recurring room use may be reserved up to one month in advance.

### Parking Requirements and Courtesy to Library Operations

The Library will be open for business during most scheduled functions. User functions may not disrupt Library activities or patrons. When an event takes place during hours that the Library is open, event parking is at Tigard City Hall. Please include parking information in your invitations or promotional materials. The Library Director or designee may terminate any function that is disruptive to the Library's operations. If a group is asked to leave the building during a function, because of a failure to follow the room use policies, the group's rental fee will not be refunded.

### Cancellation or Relocation

Please submit cancellations, in writing, no less than two (2) business days prior to the scheduled event. A \$10.00 service charge will be retained for each cancellation. Room rental fees will be forfeited if an event is cancelled with less than 2 days notice.

All efforts will be made to keep the room schedule intact; however, the City retains the right to cancel or relocate a function upon fourteen (14) days notice.

I agree to protect, indemnify, and defend the City, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim. I further understand the City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.

I have read the *Policies and Procedures for Reserving City of Tigard Meeting Rooms* and the information on this form. I further agree to abide by the Policies and Procedures as well as the ordinances of the City of Tigard and I accept responsibility for any violations as they may pertain to the application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Room Use: Approved ☐ Disapproved ☐ \_\_\_\_\_ Date \_\_\_\_\_  
Administrative Services Manager

Date logged \_\_\_\_\_ Date Applicant notified \_\_\_\_\_